

DEPARTMENT OF THE ARMY  
FOREIGN SCIENCE AND TECHNOLOGY CENTER  
220 Seventh Street, NE  
Charlottesville, Virginia 22901

FSTC MEMORANDUM  
381-3\*

15 February 1985

MILITARY INTELLIGENCE

SCALE MODELS OF FOREIGN MATERIEL

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1. Purpose. This Memorandum prescribes the procedures and responsibilities associated with the control of foreign materiel scale models that are transferred by the Field Support Division to the Foreign Science and Technology Center (FSTC) elements located in the Federal Office Building (FOB).

2. Scope. This Memorandum applies to all organizational elements of the FSTC except the overseas teams.

3. Objectives. This Memorandum is intended to provide a central point of control within the FSTC (FOB) for scale models of foreign materiel; to establish accountability procedures for models while they are in the FOB; and to provide accountability procedures for models removed from the FOB.

4. Responsibilities. a. The Foreign Materiel Division will:

(1) Provide a receipt for all scale models received in the FSTC (FOB) and forward the signed receipt to the originating office.

(2) Be responsible for the accountability of scale models within the FSTC, Charlottesville, Virginia.

(3) Prepare and maintain hand receipts for scale models assigned to FOB elements or individuals of the FSTC.

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\*This Memorandum supersedes AFSTC Memorandum 381-3, dated 2 February 1979.

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(4) Conduct a semiannual inventory of scale models for which the Center maintains accountability.

b. Chief, Field Support Division, will prepare "DD Form 1149, Requisition and Invoice/Shipping Document," for scale models forwarded to FM, indicating thereon the functional element to be the recipient.

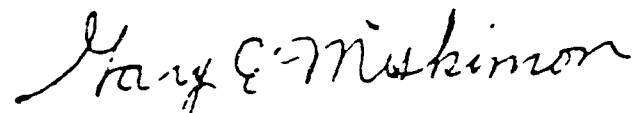
c. Each division/office within the FSTC (FOB) that retains custody of scale models will designate a responsible individual to sign for all scale models within that element. Names of individuals designated to sign for scale models will be furnished FM.

5. Procedures. a. Designated responsible individuals within divisions/office will sign for those models residing within their elements. Constant accountability will be maintained over the models that have been signed for, and a DA Form 3122 (Request for Issue or Turn-In) will be obtained from any Center member who requests use of the model for the intent of temporarily removing it from the control of that element. (Hand receipt holders may also require a requestor to execute a DA Form 3122 at any time the hand receipt holder feels that requestor should be formally responsible for the model(s) temporarily placed in his custody.)

b. Scale models used in displays or exhibits within the FOB will be signed for by the designated display or exhibit project officer from the designated responsible individual maintaining accountability. At the termination of the display or exhibit, the project officer is responsible for returning the scale models to the same individual from whom they were borrowed.

c. When a scale model is to be transferred to another activity within or outside the Center, or is to be returned to the Field Support Division for repair or modification, the responsible individual having custody will return the model to FM. FM will effect the transfer of accountability and ship the model as required, obtaining required receipts.

FOR THE COMMANDER:



GARY E. MISKIMON

MAJ. AGC

Chief, Administrative Services

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